

DHMH POLICY

<http://www.dhmh.state.md.us/policies/inpolm.htm>

OPERATIONS-GENERAL SERVICES ADMINISTRATION– DHMH POLICY 02.03.08
Effective Date June 30, 2004

DHMH (HQ) PARKING POLICY

I. EXECUTIVE SUMMARY

The Department of General Services (DGS) regulates parking lots and garages at the State Office Complex. This policy sets forth for Department of Health and Mental Hygiene (DHMH) employees, the general guidelines of the parking system as they relate to DHMH Headquarters at the State Office Complex.

The policy defines the various permits, and explains the roles and responsibilities of the DHMH Parking Program. The Secretary or designee has overall responsibility for the DHMH Parking Program and has delegated program management and oversight responsibility to the Director, General Services Administration (GSA). The Chief of GSA's Central Services Division will designate the DHMH Parking Coordinator who is charged with managing the DHMH parking program and implementing specific criteria by which this policy will be carried out. The Director of each DHMH Administration or unit at the State Office Complex will appoint a parking liaison to coordinate permits with the DHMH Parking Coordinator.

Elements of the DHMH Parking Program are explained, including parking permit records; applications; medical, discretionary, and carpool permits; the scoring system; replacement and upgrade of permits; visitor parking; violations and discipline; and other State Office Complex parking information.

II. BACKGROUND

Parking lots and garages at the State Office Complex are regulated by the Department of General Services (DGS), which allots permits to DHMH and other agencies proportionate to the number of each agency's full-time employees. The DHMH allotment is approximately 30% the number of DHMH employees at Preston Street. A parking permit is a privilege and issuance will be determined according to grade, length of State service, work requirements, medical or physical necessity, and time of application. Additionally, preference will be given to employees participating in car pools.

Abuse of parking privileges will not be tolerated. Everyone who is issued a permit must comply with the applicable rules including this policy, the DGS Buildings and

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Grounds regulations, and Executive Order 01.01.1992.20 -The State Agency Smoking Policy, which specifically prohibits smoking or carrying lighted tobacco products in the parking garage or elsewhere in State buildings. Violation of these requirements may result in termination of parking privileges. This policy is in compliance with DGS parking requirements.

This version supersedes the DHMH Parking Policy 02.03.08 issued April 8, 2003, and modifies the requirements and process for obtaining a medical parking permit.

III. POLICY STATEMENTS

A. DEFINITIONS

1. A “**carpool**”, for the purposes of this policy, is defined as a group of State employees whose primary work site is the State Office Complex, and who share a vehicle to travel to and from work each day. DHMH carpool permit applicants are entitled to additional points to enhance placement on the permit waiting list, based on the number of participants and if they are DHMH employees. The carpool points are added to the applicants score.
<http://www.dhmh.state.md.us/forms/download/personnl/applica.pdf>

2. “**Medical parking permits**” are special parking privileges issued on either a temporary or long-term basis. The applicant’s physician submits an application form to the Parking Coordinator with a medical certification of disability, which is then reviewed by a DHMH physician evaluator. Approval is based on the evaluator’s determination of medical needs or hardships in accordance with a medical parking permit rating system.
<http://www.dhmh.state.md.us/forms/download/personnl/permit.pdf>

3. “**Parking permits**” are gate controlled access cards issued by DGS through DHMH which permit the authorized holder to park an authorized vehicle in specified areas during normal working hours. Permits are either for the O’Conor Building Garage (A, B and/or C level) or for Surface Lots. Parking permit privileges are determined by an employee’s grade, length of service, work requirements, medical or physical necessity, time of application, and participation in carpools.
<http://www.dhmh.state.md.us/forms/download/personnl/applica.pdf>

4. “**Visitor parking**” is an accommodation intended for the public to park their vehicles while on business with DHMH, and may consist of either pre-scheduled space in the garage, or “as available” unscheduled space, in the visitor parking lot. Visitor parking is not intended to be used by DHMH employees who work at the State Office Complex.

B. ROLES AND RESPONSIBILITIES

1. The Maryland Department of General Services (DGS) regulates parking lots and garages at the State Office Complex.
2. The Secretary, DHMH, has overall responsibility for the Department's parking program, and has delegated program management and oversight responsibility to the Director, General Services Administration (GSA).
3. The Chief of the Central Services Division (CSD), GSA shall designate a DHMH Parking Coordinator to represent DHMH and act as liaison regarding the parking program with the Department of General Services and DHMH headquarters units. The telephone number in CSD for parking issues is **410-767-6809**.
4. The DHMH Parking Coordinator is responsible for the following:
 - a. maintaining records of DHMH permit holders;
 - b. overseeing the waiting list;
 - c. processing applications for permits;
 - d. acting as the official custodian of all DHMH permits.
5. The Director of each DHMH Administration or unit at the State Office Complex shall appoint a parking liaison who shall:
 - a. coordinate transactions between the unit personnel and the DHMH Parking Coordinator in CSD;
 - b. distribute, collect and forward parking applications to CSD; and
 - c. make inquiries on behalf of unit employees about parking issues.

C. THE DHMH PARKING PROGRAM

1. **Parking Permit Records**
 - a. The DHMH Parking Coordinator will maintain the DHMH Parking Program records.
 - b. Listings of all DHMH parking permits and permit holders will be kept current.
 - c. Permit holders will be surveyed periodically to update records.
 - d. Any change relevant to a permit holder's status, e.g., a change of vehicle, transfer to another program or individuals

leaving/joining a car pool, must be reported to CSD within two weeks.

e. An employees leaving a position at the State Office Complex must have his/her clearance sheet signed by the Parking Coordinator, or CSD designee. Personnel Services Administration will not accept a final exit clearance if parking is not signed off.

2. Applications for Permits

a. Any **full-time DHMH employee** may apply for a parking permit, http://www.dhmh.state.md.us/forms/sf_app.htm, and submit the application through the unit parking liaison to the DHMH Parking Coordinator at CSD.

b. Employees in grade 20 and higher will be issued garage permits regardless of time in service, subject to the availability.

c. Applications will be ranked according to the established scoring system (See Section III-C-7) and permits will be issued, as available, to the individual on the waiting list with the highest score.

d. When more than one individual has the same score, the next permit will be issued to the individual with the longest time in State service.

e. The Personnel Services Administration will verify the grade and tenure on the parking permit application before a permit is issued.

3. Issuing of Permits

a. The DHMH Parking Coordinator will issue all permits allocated to the Department.

b. Permits held by employees who leave DHMH or move to another program not located at the State Office Complex must be returned to the Parking Coordinator or CSD designee. Permits will then be reissued as appropriate.

c. Except as otherwise noted in this policy, holders of permits who move to another DHMH program at the State Office Complex may keep their permits but must notify the Parking Coordinator of the move.

4. Medical Parking Permits

a. Employees who are seeking a medical parking permit are responsible for having a licensed physician submit the completed medical parking permit application form to the DHMH Parking Coordinator. The appropriate form can be downloaded from the following site: http://www.dhmh.state.md.us/forms/sf_app.htm.

b. The completed forms must be sent from the employee's physician's office either **by fax** to 410 333-7482, or **by mail** to:

DHMH Parking Coordinator
GSA-Central Services – Room LL-4
201 West Preston Street
Baltimore MD 21201

c. Applications that are **hand delivered** by the applicants or their representatives **are not acceptable**.

d. The medical parking permit application evaluation process consists of two steps:

1) receipt of a completed application form by the Parking Coordinator directly from a licensed physician that includes a written certification of the applicant's physical disability which substantially impairs the applicant's mobility and which causes the applicant serious hardship or risk of injury if denied a medical permit.

2) review of the completed application and certification by a DHMH-designated licensed physician in accordance with the medical permit rating system to evaluate the applicant's disability and determine if a serious hardship or risk of injury to the applicant exist .

e. Approved applicants will be issued garage permits subject to availability. When permits are not available, approved applicants will be added to a waiting list, and permits will be issued based on the date applied.

e. Medical parking permits may be issued on a long term or temporary basis. The Parking Coordinator may require annual re-certification of a medical parking permit

f. Due to the limited number of parking spaces in the garage, medical parking permits are to be restricted to not more than twelve percent (12%) of the Department's total allocated garage spaces.

5. Discretionary Parking Permits

a. The Director, General Services Administration or designee may assign discretionary parking permits to employees who would not otherwise qualify for parking permits.

b. Requests for discretionary permits must be made in writing to the Chief of the Central Services Division (CSD).

- c. The Director, GSA or designee will have final approval authority over discretionary parking permits.
- d. Discretionary parking permits are assigned based on work requirements. Discretionary parking permit holders that are reassigned to another position or that leave DHHM must return their permits to the DHHM Parking Coordinator.

6. Carpools:

- a. DHHM employees participating in car pools or interested in forming a car pool may apply for a DHHM permit using the appropriate form, http://www.dhmm.state.md.us/forms/sf_app.htm.
- b. Carpool members must be State employees whose primary place of work is the State Office Complex.
- c. Permits issued to a carpool must be promptly returned to the Parking Coordinator or CSD designee when a carpool is reduced to a single member (driver).
- d. Returned carpool permits will be re-issued to the applicant on the waiting list with the highest score.
- e. If the assigned permit holder in a carpool leaves DHHM or the State Office Complex, the permit may be reassigned to another member of the carpool if at least two people remain in the carpool (driver and at least one passenger).

7. DHHM PERMIT SCORING SYSTEM

EMPLOYEE CRITERIA	POINTS
▪ Time in Service (TS):	1/12 point for each month of service
▪ Grade: (GR):	ONE point per pay grade
▪ Time of Application (TA):	1/12 point per month from date applied

CARPOOL CRITERIA	CARPOOL POINTS (CP)
▪ Four Person (all DHHM)	TWELVE points
▪ Four Person (DHHM & Other State Agency)	TEN points
▪ Three Person (all DHHM)	EIGHT points
▪ Three Person (DHHM & Other State Agency)	SIX points
▪ Two Person	FOUR points

FORMULA: (TS) + (GR) + (TA) + (CP) = TOTAL SCORE

EXAMPLE:

Time in Service (TS)	Grade (GR)	Time of Application (TA)	Carpool(CP)	= SCORE
# months x 1/12 of service	current x 1 grade	# of months from x 1/12 application date	car pool points	total points

8. Replacement of Permits

- a. If a permit is damaged, lost, stolen or destroyed, it must be reported immediately to Central Services Division, 410-767-6809. Central Services may then request a replacement from DGS.
- b. Employees seeking a replacement permit will be obligated to pay any fee(s) required by DGS, unless the Parking Coordinator receives written authorization from the employee's program director to charge the program for the cost a replacement permit.
- c. DHMH programs will be charged for replacement of permits that are not returned by their employees who leave employment at the State Office Complex.
- d. If a permit is lost or stolen due to negligence, as determined by DGS, a request for replacement of the permit may be denied.

9. Parking Upgrades

- a. Employees who have been issued a parking permit for an outside parking lots may apply for a garage parking permit using the DHMH Application for Parking Permit.
<http://www.dhmh.state.md.us/forms/download/personnl/applica.pdf>
- b. Applications for garage permits will be ranked according to the scoring system, and the highest score will be issued the garage permit, subject to availability.

10. Private Parking Facilities

- a. The Department of General Services may allocate to DHMH parking spaces leased from private vendors. Because these parking spaces are leased, the Department cannot guarantee their permanent availability.
- b. Distribution of these permits to DHMH employees will be made from the waiting list according to the provisions of this policy. Employees who choose not to accept a permit for private parking facilities will remain on the waiting list.
- c. In the event that the Department is required to relinquish any or all of these spaces, the individuals assigned to park there will be placed at the top of the waiting list for parking at the State Office Complex if permits for the O'Connor Building garage or surface lots are not available.
- d. Provisions of the parking policy regarding replacement of permits or misuse or abuse of parking privileges apply to parking at private parking facilities.

11. Visitor Parking

- a. Subject to availability, two hour parking is allocated for visitors to the State Office Complex on B Lot.
- b. Units within DHMH may schedule parking for visitors. Requests for visitor parking must be made at least one working day prior to visitor arrival.
- c. Requests must be submitted to the DHMH Parking Coordinator or CSD designee, and include the name of the driver; make, model and license number of vehicle; date and place of the event or meeting; estimated time of arrival and duration of event. Central Services will contact DGS for authorization and have the visitors' names placed on the parking list.
- d. DHMH is allocated 20 guest parking spaces in the garage per day.
- e. DHMH employees who work at the State Office Complex **may not use parking spaces allocated for public use.**

D. POLICY VIOLATIONS AND DISCIPLINE

- 1. Parking permits are not to be transferred, loaned, reassigned or otherwise used by anyone other than the individual to whom the permit is assigned. DHMH will actively monitor the use and possible abuse of permits.
- 2. Executive Order Number 01.01.1992.20, Executive Agency Policy on Smoking, specifically prohibits smoking or carrying of any lighted tobacco product in State buildings, which includes the O'Connor building garage. **Violation may result in the termination of parking privileges.**
<http://www.dsd.state.md.us/comar/01/01.01.1992.20.htm>.
- 3. The DGS Buildings and Grounds Regulations, COMAR 04.05.01 are applicable to the parking lots and garages in the State Office Complex. Parking without authority or parking in unauthorized locations or in locations reserved for others is prohibited.
<http://www.dsd.state.md.us/comar/04/04.05.01.05.htm>.
- 4. When deliberate misconduct is discovered or suspected, the appropriate authority will be requested to investigate. If misconduct is determined, parking privileges and permit may be rescinded.
- 5. When misuse or misrepresentation is determined, the employees shall be disciplined as allowed by applicable State or Department policies, regulations, or laws, including Executive Orders.
- 6. The employees may appeal the above-described actions (both permit action and discipline) through, and within the prescribed timelines of the regular grievance process.

7. In cases where the Department of General Services discovers and determines misconduct, and/or rescinds a permit for other reasons, the employee may request that DHMH appeal the decision to DGS. An appeal may be made if it is determined that there are unusual mitigating circumstances. Otherwise, the employee may pursue the grievance process.

8. When other provisions of this policy are violated, the responsible parties shall be disciplined in accordance with State or Department policies, regulations, or laws, including Executive Orders that may govern such disciplinary action.

E. OTHER STATE OFFICE COMPLEX PARKING GUIDELINES

1. Parking After Normal Business Hours

Any State employee, whether a permit holder or not, may park his/her vehicle in the O'Connor Building garage from 3:00 p.m. until 10:00 p.m., Monday through Friday, provided he/she is working during these hours and presents a valid State of Maryland I.D. card.

2. State Vehicles

- a. State vehicles may be parked in the O'Connor Building garage overnight and on weekends.
- b. Vehicles without permits must be removed from the garage by 8:00 a.m. of any normal business day.

3. Trucks/Vans:

Rules that apply to automobiles also apply to trucks and vans except that vehicles too large to enter the O'Connor Building garage may be parked on surface lots.

4. Overnight Parking

Employees who do not have parking permits and must leave their vehicle at the State Office Complex overnight while away on business, may request permission to park in the O'Connor Building garage. Requests must be made to the Parking Coordinator at least 24 hours in advance.

5. Bicycles/Motorcycles:

- a. Employees may park bicycles in racks in designated areas of the O'Connor Building garage, and in front of 300 and 301 West Preston Street.
- b. Employees may park motorcycles in Aisle Six of the A, B, and C levels of the O'Connor Building garage.

- c. State of Maryland I.D. cards must be presented to use the garage parking areas.
- d. Two hour motorcycle parking for visitors is provided in B Lot, located adjacent to 300 West Preston Street.
- e. Bicycle racks are available for visitors outside of 300 and 301 West Preston Street.

6. Escorts

An employee working after 4:30 p.m. may make arrangements to be escorted to his/her car in the State Office Complex parking areas by a DGS Security Officer by calling the Security Office at 767-4448.

7. Messenger/Courier Parking

One half-hour parking is available for messengers and couriers in the A Level of the O'Connor Building garage in spaces clearly marked for half-hour parking.

IV. REFERENCES

- DHMH Individual/Car-pool Parking Application
http://www.dhmh.state.md.us/forms/sf_app.htm
- DHMH Medical Parking Application
http://www.dhmh.state.md.us/forms/sf_app.htm
- COMAR 04.05.01.05, DGS Buildings and Grounds Regulations, Vehicular Traffic <http://www.dsd.state.md.us/comar/04/04.05.01.05.htm> .
- Executive Order 01.01.1992, 20, Executive Agency Policy on Smoking
<http://www.dsd.state.md.us/comar/01/01.01.1992.20.htm> .

APPROVED:

/S/ Signature on File

Nelson, J. Sabatini, Secretary

June 30, 2004
Effective Date